

RFP DLIR/WDD 2015-5: Addendum #1

ETF Macro

This Addendum consists of Part A: Amendments to RFP No. DLIR/WDD 2015-04 and Part B: Responses to questions raised by prospective applicants.

March 8, 2016

A. Amendments to RFP:

The below changes will amend the existing language in the RFP.

1. Section 1 Administrative Overview, page 1-1:

Original Sentence:

Proposal Evaluation period November 9, 2015 to January 15, 2016

Amended Sentence:

Proposal Evaluation period March 15, 2016 to April 27, 2016

2. Section 2, Service Specifications, 2.3.A.5, page 2-4

Original sentence:

Applicant currently shall not be under investigation or litigation by any federal, State, or county agency.

Amended sentence:

*Applicant **and its subcontractors** shall not be under investigation or litigation by any federal State, or county agency.*

3. Section 2, Service Specifications, 2.3.B.1, page 2-5

Original sentence:

The Applicant must be in HCE compliance before the execution of the award.

Amended Sentence:

The Applicant must apply and provide proof of HCE registration at time of proposal submission. Applicant does not have to be HCE compliant at time of proposal submission. However, Applicant must be in HCE compliance before the execution of the award.

4. *Section 3 Proposal Application Instructions, 3.5.B.2 Last paragraph, page 3-8*

Original Sentence:

Applicants are required to include with their proposal proof of registering with HCE. The Applicants are also required to ensure their company/organization is in compliance with HCE at time of notification of award, at time of signing of contract and throughout the contract's enforcement. Failure to remain in HCE compliance will result in either a delay in executing an agreement, denial of the award, or delay in payment.

Amended sentence:

Applicants are required to include with their proposal proof of registering with HCE. HCE compliance is not required at time of proposal submission. The Applicants are required to ensure their company/organization is in compliance with HCE at time contract signing and throughout the contract's enforcement. Failure to remain in HCE compliance will result in either a delay in executing an agreement, denial of the award, or delay in payment.

5. *Section 4 Proposal Evaluation, 4.3A.1, 3rd bullet point, page 4-2*

Original sentence:

“Certificate of Vendor Compliance” from Hawaii Compliance Express

Amended sentence:

Proof of registration with Hawaii Compliance Express (Certificate of Vendor Compliance required for contract execution).

6. *Section 4 Proposal Evaluation, 4.3.B Phase 2-Evaluation of Proposal Application (100 Points), page 4-4*

Applicants are required to include an overview section about their organization. There are no points attached to this section. Although no points will be given, inclusion of Overview will allow proposal evaluators the opportunity to gain more insight about Applicant.

7. *Attachment A, Proposal Application Checklist*

Original Sentence:

Line Item: Hawaii Compliance Express Verification Certificate

Amended Sentence:

Line Item: Proof of Hawaii Compliance Express Registration

B. Questions and Responses

Responses to all written questions are addressed in Section A and are considered as amendments to the RFP.

Q1: I have a question for clarification on the in-kind support described in section 2-7 of the RFP. I thought I was clear, but as we discussed this with the team responding to the RFP.

The verbiage reads “The project must have at least 50% dollar or in kind support.”

Does that mean for \$125K cash grant from the state, there would be \$62.5K in-kind support required for the project?

Response

Yes, in the above scenario, a proposal request of \$125,000 would require at minimum \$62,500 of in-kind contribution. The in-kind contribution could be demonstrated in the form of cash, in-kind staff/volunteer time, donation of equipment/office space, usage of training facilities, or other similar types of contributions provided by the applicant and/or its partners.

It should also be noted that in-kind staff/volunteer time valuation should reflect actual earned salary (Refer to page 2-7 of RFP).